



Broadbridge Heath Parish Council

Supporting Document for the **Parish Council Meeting** **7th March 2022**

Index

Page 3	Summarised recommendations per Agenda
Page 5	APPENDIX 1 – PLANNING APPLICATIONS
Page 6	APPENDIX 2 – PAYMENTS LISTS
Page 7	APPENDIX 3 – 4 THE YOUTH UPDATE REPORT

SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 5 - To approve the minutes from the Parish Council meeting held on Monday 7th February 2022.

[135929-Draft_Minutes_Full_Council_2022-02-07.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 9.1 To receive an update on submitted responses/consider the Parish Council's response to Horsham District Council on planning applications received during February.

The list of applications can be found in **APPENDIX 1**.

Item 9.2 Land at Lower Broadbridge Farm:

Recommendations:

- To note the letter sent to DMH Stallard and Gleeson Homes in response to the letter received on 11th January from DMH Stallard regarding the promotion of the site for up to 300 dwellings.
- To approve publication of this document via website, notice board and social media.
- To agree a response to a previous resident correspondence.

Copies of the letter and the resident's correspondence have been shared with members in the Sharepoint drive under item 9.2.

Item 10.1 Ratification of Payments lists for March 2022

The list of payments for ratification can be found in **APPENDIX 2**.

Item 10.2 Finance Update

Detailed Income and Expenditure, Balance Sheet and Nominal Ledger reports have been shared to members via the Sharepoint drive under item 10.2.

Item 10.4 Internal Audit

Recommendation: To approve the internal audit arrangements for 2021/22. The letter from Mulberry has been shared on the Sharepoint drive under item 10.3.

Item 10.5 Cleaning Contractor

Recommendation: To receive an update from the Clerk on quote obtained and to consider initial trial period of 3 months on the basis of a fortnightly clean of the Parish Office, for review thereafter.

Item 10.6 Window Cleaning Contractor

Recommendation: To approve a contractor quote, as received by the Clerk, for the external windows of £25 every 8 weeks for externals and £40 for internals as required. Approval on the basis of review after first 2 cleans.

Item 10.7 Preferred Maintenance Contractor

Recommendation: To approve a recommendation from the Clerk for a preferred maintenance contractor on the basis of a 6 month initial period at an hourly rate of £23.50. For agreement on the basis of each task being estimated prior to approval by the Clerk, in consultation with the Chair as appropriate.

Item 10.8 Additional Hours worked during February

Recommendation: To approve additional hours worked during February as below:

- Clerk – 21.5
- Assistant Clerk – 10

Timesheets have been shared with members via the Sharepoint drive under item 10.8.

Item 10.9 NALC Salary Scales 2021/22

Recommendation: To note the National Joint Council agreed new rates of pay applicable from 1st April 2021 and to approve back-payment.

The NALC/NJC 2021-22 National Salary Award has been shared with members via the Sharepoint drive under item 10.9.

Item 11 To ratify decisions reached using the council's scheme of delegation.

The list of approved decisions for ratification can be found below. Copies of all consultations are available from the Clerk.

CONSL	DATE ISSUED	DELEGATION PROCESS	SUBJECT	FURTH	DECISION	STATUS	CIRCULATED	RATIFIED
106	09/02/2022	COVID GROUP	January additional hours	N/A	APPROVED	COMPLETE	10/02/2022	07/03/2022
107	21/02/2022	PERSONNEL COMMITTEE	Recruitment recommendations	N/A	APPROVED 1-4	COMPLETE	24/02/2022	07/03/2022

Item 12.1 To receive an update on the Parcels of Land Adoption on the Wickhurst Green Development

Recommendation: To note the correspondence sent from Horsham District Council to CPPLC and to consider any appropriate action by the Parish Council.

A copy of the letter has been shared to the council's Sharepoint drive under item 12.1.

Item 13 To receive an update from 4 The Youth regarding youth service provision.

The written report can be found in **APPENDIX 3**.

DC/22/0103 [DC/22/0103 | Erection of a single storey front extension. | 7 Corsletts Avenue Broadbridge Heath Horsham West Sussex RH12 3LQ](#)

Comment submitted by Planning Committee 25.02.22:

“no objections provided there are no material objections from the adjoining or adjacent neighbours.”

DC/22/0125 [DC/22/0125 | Erection of a single storey rear extension. | 44 Heydon Way Broadbridge Heath Horsham West Sussex RH12 3GN](#)

Comment submitted by Planning Committee 04.03.22:

“no objections, provided there are no material objections from the adjoining or adjacent neighbours.”

DC/22/0153 [DC/22/0153 | Alterations and enlargement of existing front porch and erection of a first floor extension above. | 12 Stanford Way Broadbridge Heath Horsham West Sussex RH12 3LH](#)

Comment submitted by Planning Committee 04.03.22:

“no objections to this application provided there are no material objections from owners of the adjacent /neighbouring properties.”

DC/22/0214 [DC/22/0214 | Conversion of part of detached garage to form an office. | 28 Weston Avenue Broadbridge Heath Horsham West Sussex RH12 3XE](#)

Comments to be submitted by 15th March.

DC/21/1507 [DC/21/1507 | Display of 1x internally illuminated totem sign and 3x internally illuminated digital signs. | Broadbridge Heath Retail Park Wickhurst Lane Broadbridge Heath West Sussex \(horsham.gov.uk\)](#)

(Notification of Planning Appeal)

Agenda Item 10.1 Payments List for March.

Broadbridge Heath Parish Council					
List of Payments made between 09/02/2022 and 04/03/2022					
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail	
20/02/2022	BRITISH GAS	OP790	£116.46	Bill no 221496621	Elec bill 03.12.21-21.02.22
01/03/2022	DM Services	OP791	£518.00	INV 019337	Move bench at Common
01/03/2022	DM Services	OP792	£120.00	INV 019338	Fixing Interpretation board
01/03/2022	NETCOM IT SOLUTIONS	OP793	£113.05	INV 20868	Jan IT Support
01/03/2022	NETCOM IT SOLUTIONS	OP794	£69.12	INV 20915	Annual Onedrive
01/03/2022	ABBEY BOILERS	OP795	£221.06	INV 60529	Heating system re-wiring
01/03/2022	Mulberry and co	OP796	£180.00	INV 15821	Interim Audit service
01/03/2022	Horsham District Council	OP797	£86.80	INV 20453892	660l waste Jan 2022
01/03/2022	ICA Electrical	OP798	£180.00	INV L21 7814	Emerg Light/Smoke det tests
01/03/2022	AGE UK HORSHAM	OP799	£3,099.00	INV 6438	Correction for under invoicing
01/03/2022	MED UK	OP800	£323.94	INV 1478	Parts for Defib at St Johns
01/03/2022	TL GLAZING	OP801	£92.44	INV 1480	Vandalised window replacement
01/03/2022	TL GLAZING	OP802	£271.40	INV 1482	3 x window replacement
01/03/2022	Arundel Arboretum Ltd	OP803	£314.50	INV 1998	Replace tree at CW
01/03/2022	KOMAN PLAY	OP804	£3,635.52	INV 238589	Payment for held items
01/03/2022	BBH MAGAZINE	OP805	£1,550.00	GRANT BBHPC	Grant
01/03/2022	GREEN GYM	OP806	£400.00	BBHPC	4 x volunteer days
01/03/2022	Mrs lucinda Edwards	OP807		M11 Salary and Expenses	
01/03/2022	Mrs Olivia Buck	OP808		M11 Salary and Expenses	
01/03/2022	West Sussex LGPS	OP809	£349.04	M11 Remittance	M11 Pension with correction
01/03/2022	HMRC	OP810	£570.37	M11 NI and PAYE	M11 NI and PAYE

Agenda Item 13 – Youth Service report from 4 The Youth - February 2022.

4TheYouth currently run a youth club in Broadbridge Heath funded by the Parish Council. This club runs on a Friday evening in the hall at St. John's church, 6:30pm - 8pm. We have two paid youth workers running this session and it runs throughout the school term. The club is open to young people in school year's 6-8. Currently the club has an average attendance of 27 young people per week, plus an extra 10 older young people who regularly volunteer. The sessions provide a safe space for young people to meet with friends and participate in positive activities, it is also an opportunity for them to engage with a youth worker for support and advice. There is a tuck shop open during the sessions. The volunteers run the tuck shop and other activities giving them a chance to learn skills in independence, responsibility and social skills. There will be opportunities for the volunteers to take part in training and planning. Each week there are games consoles and basic art materials available to use. Outside (the side of the building, not by the road) young people have a chance to play with a football and other outside equipment such as the noisy pogo stick! Staff then rotate other equipment such as the badminton set, table football, board games etc . Young people can also choose their own activity while they are there. Staff put a plan together each term to cover certain events or subjects and young people can choose to engage or not with these activities, this term includes: Topics of Mental Health Week, On-line Safety, National Women's day, Hydration week, Things that make us Happy and Dealing with stress. Activities include learning some meditation techniques, burrowing the Sumo Suits, comparing how much water young people drink to how much they should drink! The hall is a great space for activities, the only drawback is the lack of storage for equipment, the club would benefit from some new bigger equipment to help entertain young people such as a pool table and or table tennis.

Within Broadbridge Heath, but not funded by the Parish Council, the Mobile Community Hub comes into the village to provide Outreach support for young people. From the van we are able to provide toasties, hot chocolate and water for young people. It is an important chance for youth workers to engage with young people and develop relationships with them in their own space. In the summer and school holidays we park near the skate park and play games or just sit and chat. During term time we park in the Bowls car park on a Monday after school and chat to young people as they leave school.

Across Horsham 4TheYouth also provides youth services that all young people can access. We run a Year 5&6 club, a year 7, year 8 and year 9+ youth club from the Forest Youth Wing weekly, these youth clubs are open to all young people within those year groups no matter which school they attend. There is also a Junior Youth club at Holbrook Community Centre and a youth club in Slinfold.

4TheYouth run weekend and holiday sessions from Forest Youth Wing including Woodland days and Mountain biking. We also organise day trips and residential trips open to all young people. 4TheYouth work within all secondary schools in Horsham providing 1-1 support for young people who may need some extra support or with a particular issue. We also run courses such as Real Love Rocks helping young people to understand what a healthy relationship is and learn more about the risks of exploitation and grooming.

We then take the Mobile Community Hub out to other venues in Horsham, including the Needles and Bennetts Field.

Young people who have registered with 4TheYouth will receive emails regarding sessions being run, information can also be found on our website.